



**Army Reserve Contracting Center
Government Purchase Card (GPC) Program Office
Fort Dix, New Jersey 08640**

GPC Policy Statement #4

13 July 2006

SUBJECT: Reject Notice Manual Payment Procedures

Certain instances occur when an error in the line of accounting will cause an electronic payment to reject. In these instances, DFAS will issue a reject notice. Failure to provide DFAS with the correction, within the timeframe specified, may result in a temporary suspension of the approving/certifying official's account.

It is the responsibility of the approving/certifying official to coordinate the corrective action with the support budget analyst. Once the error has been identified, the following procedures are to be performed:

- a. Utilizing the US Bank billing statement, available from CARE, which contains the error, annotate the correction.
- b. Sign the signature page, available from your Level IV A/OPC. NOTE: DFAS will not accept the manual payment without this signature page.
- c. Send the above documentation and the reject notice to the POC specified in the reject notice.

The budget analyst will ensure the corrected line of accounting is in the US Bank system for future purchase/payments.

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